



JOB POSTING

**UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)**

POSTING NUMBER:	HR-0054	ISSUE DATE:	July 27, 2016
TITLE:	Administrative Analyst 3	CLOSING DATE:	August 2, 2016
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	P26: \$64,677.09 - \$92,011.89
LOCATION:	2 Gateway, 9 th Floor Newark, NJ		
POSITIONS:	1	DISTRIBUTION:	Department

DESCRIPTION OF MAJOR DUTIES: Under direction of supervisory official, appraise and analyze facility administrative objectives for efficiency, organization and performance. Serve as a program liaison between various internal and external customers within DCA Sandy Recovery. Maintains on-going coordination regarding facility equipment, supplies, computer hardware etc. among Gateway facility management, DCA, Treasury and IT. Assists with fixture and IT equipment inventory. Conducts analytical studies of existing workspace and PII (personal identifiable information) compliance and provide recommendations for change and/or improvement. Oversees the accuracy and efficiency of program activities including mass mailings to homeowners, email blasts, website content etc. Liaises with outside contractors regarding program services regarding cost, efficiency and processes. Identify duplication of administrative practices and develop solutions to eliminate unnecessary duties/procedures.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0054
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer